

## **ACS VOLUNTEER POSITION DESCRIPTION**

**PROGRAM:** Relocation Program

**POSITION/TITLE:** Relocation Multi-Cultural Activities Designer

**FIRST LINE SUPERVISOR:** Relocation Coordinator or Assistant

**SECOND LINE SUPERVISOR:** ACS Volunteer Supervisor

**GOAL/OBJECTIVE:** Provide information and resources to soldiers and family members during their stay at Fort Riley.

**DESCRIPTION OF DUTIES:** 1) Enhance existing Multi-Cultural Handout: Reviews Multi-Cultural Handout; Contacts different programs; Requests up-dated information and additional resources available; Gathers and saves to disc as much information as possible to enhance existing Multi-Cultural Handout. 2) WEB Activities on America – Utilizing available resources, creates and saves to disc activities such as mini coloring book, crossword puzzles, connect the dots, stories with little pictures symbolizing some of the wording, etc., for children, youth, and adults wanting to learn about America; AND/OR Creates and saves to disc small booklet with information about US federal, state, and local government functions to include a question and answer section; 3) Cultural Activities/Information - Choose nationality (one or more) to research (documenting sources accordingly) and creates and saves to disc a small booklet or pamphlet in short story or autobiographical form. Note: Finalwork for each project subjected to supervisor review and revision prior to WEB posting; Work activity will primarily involve sitting; however, volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping.

**TIME / DRIVING REQUIREMENTS:** Time to be negotiated between volunteer and supervisor at volunteer discretion. Driving of GOV and reimbursement of POV expenses are not authorized. Regular use of a vehicle is not required

**QUALIFICATIONS:** Typing and working knowledge of Microsoft Office software; Creativity and imagination; Ability to work independently; Ability to create recognizable drawings (for coloring book or pictures); Understanding of and ability to avoid plagiarism; Commitment to project completion; Commitment to notify supervisor if unable to work during scheduled days/hours.

**TRAINING:** Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

**EVALUATION:** Ongoing and immediate supervisor feedback; Evaluation at end of each prefect. Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.